

UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542-5001

BO 5512.27A  
PERS  
6 FEB 1990

BASE ORDER 5512.27A

From: Commanding General  
To: Distribution List

Subj: CENTRAL IDENTIFICATION CARD ISSUE AND PHOTO SECTION

Ref: (a) MCO P5512.11A  
(b) BO 5512.17D  
(c) BO P5300.3G

1. Purpose. To set forth procedures and responsibilities for the operation of the Central Identification Card Issue and Photo Section per references (a) and (b).
2. Cancellation. BO 5512.27.
3. Information. The Camp Lejeune Central Identification Card Issue and Photo Section is located in Building 12 and is under the operational cognizance of the Base Military Personnel Officer.
  - a. The hours of operation are 0730-1630 Monday, Tuesday, Thursday and Friday and 0730-1900 on Wednesday. Wednesday evenings from 1630-1900 are reserved for the issuance of dependent and retired ID cards by appointment only. Appointments can be made by calling 451-1005 Monday through Friday.
  - b. Walk-ins during the period 1630-1900 on Wednesday will be accepted only if an appointment is cancelled or fails to show.
  - c. Active duty dependents must have a valid DD Form 1172 completed in accordance with reference (a) prior to arriving for appointments.
  - d. Personnel desiring services will provide an original or "certified true copy" of all required documents.
4. Summary of Revision. This Order has been reformatted and contains administrative changes. The administrative changes are as follows:
  - a. Paragraph 3. Extends the hours of operation of the ID Card Center on Wednesdays from 0730-1900.
  - b. Paragraph 6. Alleviates the Commanding Generals of the tenant commands of the responsibility to reimburse Marine Corps Base for the preparation of ID Cards. In addition relieves the Commanding General, 2d Force Service Support Group of the requirement to provide augmentation personnel under the Fleet Assistance Program (FAP).
  - c. Paragraph 6b. Directs the Commanding Officer, 2d Surveillance, Reconnaissance and Intelligence Group to provide augmentation personnel to the Base Military Personnel Office under the FAP.
  - d. Paragraph 6c. Relieves the Base Military Personnel Office of the requirement to submit a monthly report of ID Cards laminated and photographed to the Assistant Chief of Staff, Comptroller.
5. Responsibility. The Central Identification Card Issue and Photo Section is responsible for the following:
  - a. Photographing and laminating for all identification cards, active duty and retired military, dependents and civilian employees.

6 FEB 1990

b. Preparation of identification cards and related documents for:

- (1) Active duty (Marine Corps Base, Camp Lejeune personnel only)
- (2) Retirees
- (3) Dependents of active duty and retirees
- (4) Civilian employees

c. Maintain a log accounting for the number of identification cards laminated and photographs taken by command.

d. Issue letters of authorization to commercial vendors.

6. Action

a. Commanding General, 2d Marine Division. Provide augmentation personnel to the Base Military Personnel Officer under the FAP as defined by reference (c).

\* b. Commanding Officer, 2d Surveillance, Reconnaissance and Intelligence Group. Provide augmentation personnel to the Base Military Personnel Office under the FAP as defined in reference (c).

c. Base Military Personnel Office. Assume cognizance over the Central Identification Card Issue and Photo Section and ensure that:

(1) Identification card photo and lamination services are provided to all tenant personnel.

(2) The security and accountability procedures for all identification cards held, as required by reference (a), are provided.

d. Commanding Officers

(1) Prepare identification cards or documents necessary for the issuance of identification cards for active duty personnel or their dependents.

(2) Verify the photo of the active duty member upon his return to the unit.

e. Civilian Personnel Division. Complete and sign a Personal History Card (MCBCL 12290) and identification card for civilian employee (MCBCL 5512/4) for new civil service employees which will be taken by the individual to the Central Identification Card Issue and Photo Section.

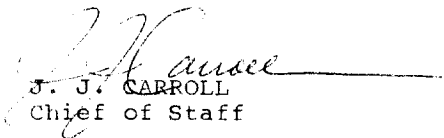
f. Assistant Chief of Staff, Morale, Welfare and Recreation. Ensure completion of a Personal History Card (MCBCL 12290) in accordance with reference (b), for nonappropriated fund personnel.

g. Employers of Technical Employees and Essential Services Workers. Ensure completion of a Personal History Card (MCBCL 12290) in accordance with reference (b), for employees or volunteers under your cognizance (e.g.) Red Cross, Navy Relief, etc.

h. Commanding Officers, Organizational Commanders, Heads of Staff Sections and Department Heads Employing Civil Service Employees. Complete and sign a Personal History Card (MCBCL 12290) for civil service employees under their cognizance who require renewal of an identification card.

6 FEB 1990

7. Applicability. Having received the concurrences of the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, FMF; II Marine Expeditionary Brigade, FMF; 6th Marine Expeditionary Brigade, FMF; 2d Force Service Support Group, FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance and Intelligence Group, this Order is applicable to those commands.



J. J. CARROLL  
Chief of Staff

DISTRIBUTION: A less 5-10 of Cat IV